

## Tenure Review & Faculty Evaluation Manual

### SUGGESTED TENURE REVIEW TIMELINES INSTRUCTIONAL AND NON-INSTRUCTIONAL FACULTY Spring 2015

Suggested procedures and timelines appear below. Prior to the beginning of the Fall Semester, the Vice President for Human Resources will prepare a calendar and schedule of orientation meetings for the current year in conjunction with the Tenure Review Coordinator (TRC).

By this time:	Activity to have been completed:	Person responsible:
<b>Prior to the beginning of the 2015 Spring semester</b>	<p>Within one month of hire, the Dean nominates tenured discipline faculty to serve on new faculty member's tenure review committee as well as replacements that may be necessary due to sabbaticals, retirements, etc. and reviews these recommendations with the Department Chair.</p> <p>Whenever possible, the Academic Senate will compile an updated list of eligible At-Large faculty members and will appoint them accordingly to new tenure review committees within one month of hire or those committees in need of At-Large replacements.</p>	<p>School Dean</p> <p>Academic Senate President</p>
<b>By Jan. 23</b>	<p>Deans announce all new committee members from their Schools/Departments, upon consultation with Dept. Chair.</p> <p>Academic Senate President appoints new or replacement At-Large committee members for new Tenure Review committees and assigns replacements on others as necessary in consultation with TR Coordinator.</p>	<p>School Dean</p> <p>Academic Senate President</p>
<b>By Jan. 30</b> <b><u>Mandatory</u></b>	<p>All new members of a Tenure Review Committee or any untrained replacement Tenure Review Committee members must complete a mandatory online Tenure Review training session available on the TR website. All tenure review documents and forms are reviewed. New Tenure Review Candidates are apprised of pertinent dates and procedures.</p> <p>All other <u>standing</u> Tenure Review Committees and Candidates will be informed of any changes in policy, documents or procedures as well as of pertinent dates.</p>	<p>TR Coordinator</p> <p>TR Coordinator</p>
<b>By Feb. 12</b> <b><u>Mandatory</u></b>	<p>Committee meets <b><u>without the Tenure Review Candidate</u></b> to select a Committee Chair and establish a meeting and visitation schedule, using the Committee Calendar Form that is available on Public Folders/TR Website.</p> <p><u>TR Coordinator must be invited to meeting.</u></p> <p>At end of this meeting, the TR Committee invites <b>1<sup>st</sup> year</b> Tenure Review Candidate for a "<b>meet &amp; greet</b>" and briefly reviews the Tenure Review Procedures with the Candidate. Meet &amp; greet is optional for other candidates.</p>	<p>School Dean</p>

<b>By Feb. 19</b>	A copy of the Committee Calendar Form, which includes visitation assignments, will be sent to TRC. Tenure Review Candidates will receive a copy at least one week prior to the beginning of the evaluation period.	Committee Chair
<b>February 20 to March 20</b>	A Candidate's Tenure Review Portfolio, which should include a Self-Evaluation Statement, an updated CV, class syllabi, sample test/class materials for each course being taught and any written material deemed necessary by the Candidate is submitted to Committee Chair within this period of time at the discretion of the committee.  Candidate must receive at least one week's notice of the due date in writing. One portfolio will be shared by all committee members.	TR Candidate
<b>March 2 to April 17</b>	<b>Evaluation period begins:</b> Classroom visitations / activity observations conducted  <b>Window of Evaluation: March 2 to April 17</b> <b>Please be aware of Spring Break: March 30-April 5</b>	Each member <b>*Cognizant VP does the evaluation for 4<sup>th</sup> year candidates as the 'administrator'.</b>
<b>Within one week of observation</b>	Post- visitation / activity observation individually discussed with Candidate. A copy is given to the Candidate after signing. The evaluation is kept safe with a committee member until the Summary Evaluation meeting. <b>Please be aware of Spring Break: March 30-April 5</b>	Each member <b>*Cognizant VP does the evaluation for 4<sup>th</sup> year candidates as the 'administrator'.</b>
<b>March 12 To March 25</b>	Student evaluations for Non-Instructional Faculty conducted	School Dean
<b>March 12 To March 25</b>	Student evaluations for Instructional Faculty conducted (Note: Short Session Classes shall be notified of their student evaluation date.)	Human Resources
<b>March 30 to April 5</b>	Spring Break (Note: Tuesday, March 31 <sup>st</sup> is Cesar Chavez Holiday)	All SWC employees
<b>April 8</b>	Designated Staff members of each School will be able to access results of student evaluations online.	School/Center and Human Resources
<b>April 17</b>	<b>Evaluation period ends</b> (a 6-week evaluation window)	All committee members
<b>By April 24*</b> <b><u>Mandatory</u></b>	The Committee meets <b><u>without the Candidate</u></b> to review all class evaluations and materials. The Summary Evaluation is drafted by the group. Tenure Review Coordinator must be invited to review the evaluations & summary comments as well as to ensure that the packet is complete.	Committee Chair
<b>By April 27</b>	If a committee has concerns, an " <b>Early Alert</b> " form, which is available on the campus website, must be sent to the Tenure Review Coordinator, who will share this info with the Cognizant Vice President, who will in turn consult with the Superintendent/President.	Committee Chair

<b>April 28 to May 5</b>	Additional class visitations completed if deemed necessary.	Each member
<b>May 8 <u>Mandatory</u></b>	Committee meets <b>with Candidate</b> to review and sign the Summary Evaluation. This is the final meeting of the cycle and must include all committee members at the meeting. <b>Note: The Tenure Review Coordinator is not normally invited to this meeting.</b>	Committee Chair
<b>By May 11</b>	Committee Chair must provide the School/Center Secretary a completed and signed packet for each tenure review candidate.	Committee Chair School/Center Secretary
<b>By May 13, Noon</b>	School/Center Secretary must have all packets reviewed & completed and requested the TR coordinator to the School/Center office for review & pick-up all packets <b><u>The completed Tenure Review Packet will include in this order:</u></b> <b><u>(NOTE: Original signatures must be on the color paper, not copied from another source/paper)</u></b> <ul style="list-style-type: none"> <li>• A typed cover sheet on the front of each packet identifying the name of the Candidate, the School and the committee members. (<b>white</b> paper)</li> <li>• Recommendation Form to the Supt/Pres. from the Committee Chair (<b>white</b> paper)</li> <li>• Candidate's Self Evaluation Statement (<b>blue</b> paper)</li> <li>• all Class/Activity Evaluations (<b>green</b> paper)</li> <li>• all Syllabi checklists (<b>pink</b> paper)</li> <li>• Summary Evaluation (<b>yellow</b> paper)</li> <li>• Copy of the Candidate's updated CV/Resume (<b>white</b> paper)</li> <li>Student Evaluations (<b>white</b> paper)</li> </ul>	School/Center Secretary  TR Coordinator Committee Chair <b>NOTE: Actual signatures must be on the color paper, not duplicated from another sheet.</b>
<b>By May 14</b>	The completed Tenure Review Packets are delivered to the cognizant Vice President for his/her review.	Tenure Review Coordinator
<b>By May 21</b>	All Tenure Review packets will have been reviewed by the Cognizant Vice President and all entire packets along with a recommendation memo for each TR candidate are delivered to the Superintendent/President for final approval.	Vice President
<b>By May 28</b>	Superintendent/President reviews all the Tenure Review Packets and forwards her recommendations for inclusion on the July*** Governing Board agenda.  Superintendent/President's Office sends the original recommendation letters to Human Resources for distribution.  Tenure Review Packets and copies of the recommendation letters to the Candidates are forwarded to the Tenure Review Office for duplication and filing.	Supt/President  Supt/President's Office  Supt/President's Office
<b>By June 1</b>	The TR Coordinator will follow-up to assure all completed and reviewed Tenure Review Packets are in Human Resources' possession.	TR Coordinator

<b>By June 8</b>	A list of faculty names for inclusion on the July Governing Board agenda for approval of tenure year is sent after consultation with Human Resources and the TR Coordinator to assure accuracy. A copy is forwarded to both Human Resources and the TR Coordinator.	Supt/President's Office
<b>By July 2015 Governing Board Meeting*</b>	Board determines the status of each Tenure Review Candidate.  (Written notification must be given to those Candidates that will not be rehired by March 15 in conformance with Ed. Code Article II §87609.)****	Governing Board

\*Note: All dates are subject to change according to each academic year.

\*\*HR will hand tabulate the results and notify the school when ready.

\*\*\*If the evaluation is completed earlier, it is possible that the candidate's name may go to the Governing Board in June.

\*\*\*\*Applies to probationary faculty evaluated in the fall semester.

**Dates noted in bold & underlined are mandatory meetings for all committee members.**

Any and all changes to this timeline must receive prior approval from the Tenure Review Coordinator.